



Office of Training and
Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

HMT-45

Certification title

Hazardous Material Technician

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:

NFPA 470, 2022 edition
11.4.3.4

Task

Liquid Product Transfer

Conditions and Outcome

Given a hazardous materials / WMD incident involving a liquid contained in a non-pressurized container that is leaking the candidate shall perform the steps required to transfer a liquid product using an approved method. Competency is demonstrated by performing all steps correctly and in the proper order.

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Determines the identity and hazards of the leaking material						
2	Selects the appropriate technique for product control as identified by the AHJ						
3	Identifies and verbalizes safety concerns						
4	Selects appropriate PPE and confirms capability						
5	Selects appropriate tools and equipment and ensures compatibility						
6	Selects an appropriate location to efficiently and safely perform the transfer						
7	Complete all hazards monitoring requirements						
8	Follows all safety procedures so as to eliminate or minimize safety hazards						
9	Establishes ground field						
10	If applicable, check resistance between grounding and earth						
11	Bonds containers						
12	Verifies conductivity to ground and ground systems is within specifications						
13	Ensures the recovery container is compatible for the liquid to receive						
14	Recognize and prepare if necessary for vapor suppression						
15	Placard, or label the recovery container with the proper marking						
16	Stand by and ready to shut down and purge if any leaks develop or there is an equipment failure						
17	Connects all lines to container and transfer equipment before opening any product valves						
18	Tightens connections						

19	Checks for potential leaks by pressurizing system with air						
20	Determines the proper sequence for opening valves based on the pressure in the containers and the system being used for the transfer						
21	Checks to ensure all PPE is in place and being worn correctly						
22	Opens valves slowly						
23	Monitors pumping and/or compression equipment and ensures it is operating within its normal parameters						
24	Monitors receiving container(s) to avoid over loading or filling						
25	Makes sure the pumping equipment is operating correctly						
26	Following completion of the transfer purges all lines and pumps						
27	When required, installs security seals on valves and fittings						
28	Inspects for leaks						
29	Communicates observations to hazardous materials Branch Director or appropriate Supervisor						
30	If indicated ensures the proper decontamination of all equipment, tools, and responders						
31	Inspects and maintains tools and equipment per manufacturer's recommendations and SOPs						
32	Completes any necessary reports and documentation						
	Final Test Result for Entire Task						

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #1	
By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments	

Form DFS-HMT-SS-45
Revised 3/26/23
Approved by NJSME
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